

Grove City Building Division
4035 Broadway
Grove City, OH 43123
614-277-3075 (Phone)
614-277-3090 (Fax)
www.grovecityohio.gov

COMMERCIAL SIGN PERMIT APPLICATION

4 Sets Of Drawings Required



App. Number _____

Property Information

Address _____ Lot _____
Parcel ID _____ Unit/Suite/Building _____ Zoning _____
Historical Preservation Area? ☐ (Zoning Text _____)

Owner Information

Business Name _____
Address _____
City _____
State _____ ZIP _____
Phone _____
E-mail _____
Contact Name _____

The installer and owner of this sign(s) agrees to conform to the regulations of Chapters 1145/1138 of the Codified Ordinances of the City of Grove City, State of Ohio and the National Electric Code pertaining to signs and the installation of signs and to construct the proposed sign(s) in accordance with the plans and specifications submitted herewith and certify the information and statements given on this application, drawings and specifications are to the best of their knowledge true and correct.

Site/Sign Information

Business/Tenant Name _____ Est Cost of Signs _____
Business/Tenant Owner/Manager _____ Phone _____
Ground Sign Setback (must be 10 feet from right of way) _____ Cost of Signs _____
Lot Frontage _____ Building Frontage _____ Width of Tenant Space _____
Total number of freestanding/ground signs on parcel _____ Total Area _____
Total number of wall/window signs on building _____ Total Area _____

Fees

Base fee (first sign) = \$50.00
_____ additional signs at \$25 each

Subtotal _____

State fee (3 percent) _____

Total fee due _____

NOTE: Above fees cover sign only; separate fee and permit required by licensed electrical contractor.

Office Use

Receipt/Trans. No. _____

Check No. _____

Date Entered _____

Date Issued _____

APPROVALS

Approved ☐

Approved as Noted ☐

Disapproved ☐

Zoning Inspector _____

Date _____

Contractor Information

Name _____ DBA _____
Address _____ City _____ State _____ ZIP _____
Phone _____ Fax _____ E-mail _____
Signature _____ Registration # _____

Submit two sets of the following with this application: (1) scaled and dimensioned site plans showing all existing and proposed signs, their size and height, streets, property lines and buildings on site; (2) colored, scaled and dimensioned elevations of all proposed signs with applicable foundation and attachment details and manufacturer's information for all light fixtures on externally lit signs; (3) scaled and dimensioned landscape plans for ground signs listing type, size and quantity of plants.

PRE-INSTALLATION INSPECTION REQUIRED

24-Hour Inspection Line: 614-277-1815 - Inspections must be called in before noon for next-day service. You may also use the online inspection service as late as 8 p.m. seven days a week to schedule next-day inspections.